



Policy: 4410  
Procedure: 4410.01  
Chapter: Education  
Rule: Education Reporting  
Procedures

Effective: 07/30/08  
Replaces: 4410.01  
Dated: 10/10/1997

**Purpose:**

Arizona Department of Juvenile Corrections (ADJC) secure facilities' education programs comply with regulations for completing and submitting reports required by the Arizona Department of Education.

**Rules:**

1. The **EDUCATION SUPERINTENDENT** shall provide secure school principals with an annual listing of due dates for Arizona Department of Education (ADE) reports.
2. **SECURE SCHOOL PRINCIPALS** shall:
  - a. Obtain any needed clarifications for completing the reports from the Central Office Education Division;
  - b. Complete and obtain any applicable local signatures; and
  - c. Return all ADE reports to the ADJC Central Office Education System office at least one week prior to the date the report is due to ADE.
3. The **EDUCATION SUPERINTENDENT** shall:
  - a. Review reports;
  - b. Compile any necessary composite reports; and
  - c. Submit final reports to ADE.

Signature Date

4/14/08

Approved by Process Owner

*Patrick J. Jeske*  
Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

*Michael D. Branham*  
Michael D. Branham, Director